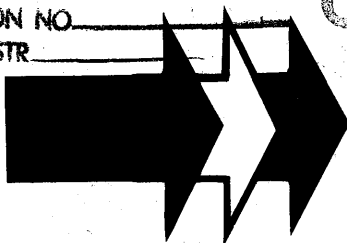


043
FM 38-725-1

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DIRECT SUPPORT SYSTEM

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COMMANDER'S
HANDBOOK

HEADQUARTERS, DEPARTMENT OF THE ARMY, WASHINGTON, DC
31 DECEMBER 1976

COMMANDERS' HANDBOOK

DIRECT SUPPORT SYSTEM

	Paragraph	Page
CHAPTER 1. INTRODUCTION		
Section I. General		1-1
Purpose	1-1	1-1
Training	1-2	1-1
Proponent	1-3	1-2
 Section II. Concepts and Responsibilities		1-2
Objectives and Concept	1-4	1-2
Responsibilities	1-5	1-6
Management Aids	1-6	1-7

	Paragraph	Page
CHAPTER 2. REQUISITION PREPARATION		
Preparing Requisitions	2-1	2-1
NCR 500 Ledger Card System	2-2	2-10
Division Logistics System	2-3	2-11
CHAPTER 3. FOLLOW-UP, CANCELLATION, RECONCILIATION, STATUS		
General	3-1	3-1
Follow-up	3-2	3-1
Cancellation	3-3	3-2
Supply Status	3-4	3-3
Reconciliation - Overseas	3-5	3-3
Reconciliation - CONUS	3-6	3-4
Logistic Intelligence File	3-7	3-4

	Paragraph	Page
CHAPTER 4. SHIPMENT, RECEIPT PROCEDURES, DOCUMENT FLOW, STORAGE PROCEDURES		
Shipping Procedures	4-1	4-1
Receipt Procedures	4-2	4-15
Order Ship Time	4-3	4-25
Classes of Supply	4-4	4-27
Definitions, Acronyms, Document Identifier Codes	4-5	4-28
Stock Location System	4-6	4-29
NCR 500 Receipt Posting	4-7	4-33
DLOGS Receipt Posting	4-8	4-33
CHAPTER 5. PROBLEM FLASHER, MANAGEMENT AIDS, TRAINING		
DSS Problem Flasher	5-1	5-1
DSS Commanders' Checklist	5-2	5-2

APPENDICES

A. REFERENCES	A-1
B. COMMANDERS' DSS CHECKLIST	B-1
C. DEFINITIONS, ACRONYMS, AND DOCUMENT IDENTIFIER CODES	C-1
INDEX	Index-1

CHAPTER 1

INTRODUCTION

SECTION I - GENERAL

1-1. Purpose of this Handbook. The purpose of this handbook is to provide commanders of organizations involved in the Direct Support System (DSS), the standard Army supply distribution system, with a summary of how DSS operates.

1-2. DSS Training. Requests for training, including on-site assistance to DSS operating personnel, should be submitted to:

Commander
US Army Materiel Development and Readiness Command
ATTN: DRCMM-SP
5001 Eisenhower Avenue
Alexandria, VA 22333

1-3. Proponent. The US Army Materiel Development and Readiness Command is the proponent of this handbook and FM 38-725, **DSS Management and Procedures**. Recommended changes or revisions should be submitted to:

Commander
US Army Maintenance Management Center
ATTN: DRXMD-SE
Lexington, KY 40507

SECTION II - CONCEPTS AND RESPONSIBILITIES

1-4. DSS Objectives and Concept.

- a. The objectives of the Direct Support System are to:
 - (1) Improve management and stockage of fast moving items.
 - (2) Reduce supply pipeline and on-hand inventories.

- (3) Provide asset visibility and intransit control.
- (4) Improve supply responsiveness.
- (5) Maintain materiel readiness.

These objectives are accomplished by using improved communications, computer systems, and transportation methods to furnish supplies to Army units in the shortest possible time. To help meet the DSS objectives, commanders must understand the DSS concept, the preparation and flow of DSS requisitions, receipt procedures, and the documentation involved.

b. The goal of reducing the time between the initiation of a requisition and the receipt of materiel is met by insuring that each activity responsible for a segment of the Order Ship Time (OST) Cycle meets its assigned processing time frames. This concept not only saves time but reduces inventory investments by eliminating the need

for backup stocks at theater or installation level. Requisitions flow from the Supply Support Activity (SSA) through the Materiel Management Center (MMC)/Installation Supply Division (ISD) to the appropriate Inventory Control Point (ICP). Item managers at the ICP's direct shipment from designated depots directly to the requisitioning activity, bypassing overseas storage activities or installation supply divisions. Overseas shipments will be consolidated and containerized at either New Cumberland, Red River, or Sharpe Army Depots. The following narrative and figures 1-1, 1-2, and 1-3 detail these procedures.

c. Under the DSS system, three DARCOM Designated Distribution Depots have been assigned to support specific geographic areas. These depots and support areas are illustrated in figure 1-4.

(1) New Cumberland Army Depot supports the Eastern United States and Europe.

(2) Red River Army Depot supports the Central United States and Panama.

(3) Sharpe Army Depot supports the Western United States, Alaska, Hawaii, and the Pacific theater.

d. At the above distribution depots, DARCOM has established Containerization and Consolidation Points (CCP), which serve as marshalling areas for most shipments bound for overseas DSS activities. Items to be shipped overseas, including those managed by the General Services Administration (GSA) and the Defense Supply Agency (DSA), are consolidated and prepared for shipment at these points. Shipments **may** be sent directly from other DARCOM depots if they constitute a full seavan or pallet and consolidation is unnecessary.

e. To help evaluate the Direct Support System, a series of intransit data cards and receipt detail cards accompany each shipment. These cards serve as management tools to help track shipments and measure the efficiency of the Direct Support System. Procedures for filling out and returning these cards are in Chapter 4.

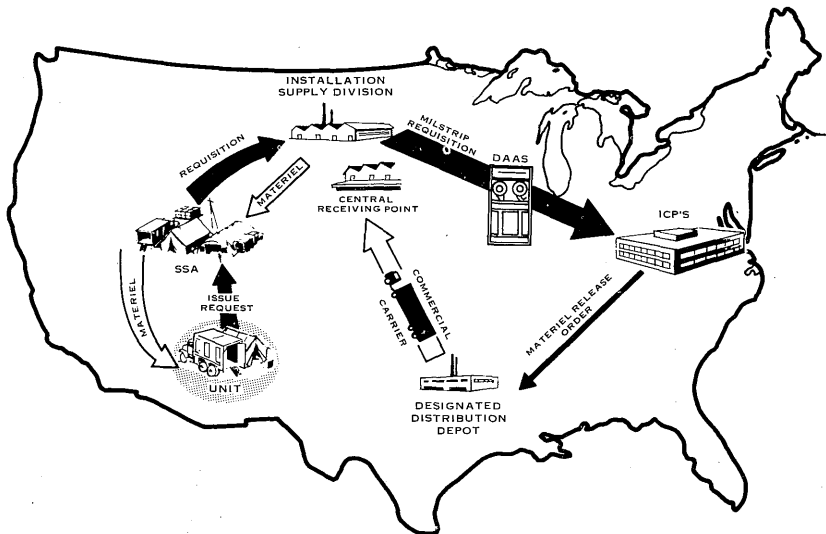
f. DSS participants should also be familiar with the Logistic Intelligence File (LIF) which is a centrally maintained record of supply and transportation data on Army requisitions. This file contains a record of all Army supply documentation transmitted through the Defense Automatic Addressing System (DAAS) or handled as an exception via message or phone, and transportation data provided directly to the US Army Logistic Control Activity (USALCA) by transportation activities. This record is available upon request. File inquiry procedures are explained in more detail in Chapter 3 of this handbook and Chapter 3, Section V, FM 38-725 (DSS Management and Procedures).

1-5. Commanders' Responsibilities. Commanders will, within the scope of their command, be responsible for insuring that DSS policies and procedures as described in FM 38-725 (DSS Management and Procedures) are properly implemented and effectively executed.

1-6. Management Aids. To aid the commander, several management aids are included in this handbook. They are as follows:

- a. DSS Order Ship Time (OST) (para 4-3).
- b. Classes of supply applicable to DSS (para 4-4).
- c. DSS related publications (Appendix A).
- d. DSS Commanders' Checklist (Appendix B).
- e. List of definitions, acronyms, and document identifier codes (Appendix C).

CONUS DSS REQUISITION AND MATERIEL FLOW



NOTE: Support for DSS requisitioners in Panama is similar to that given CONUS requisitioners, except shipments will flow through the port at New Orleans to the port in Panama.

DSS REQUISITION AND MATERIEL FLOW—EUROPE

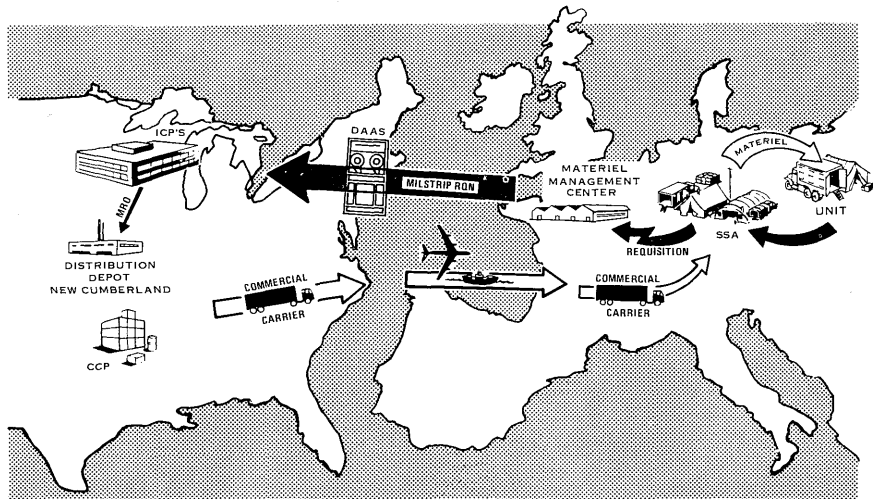
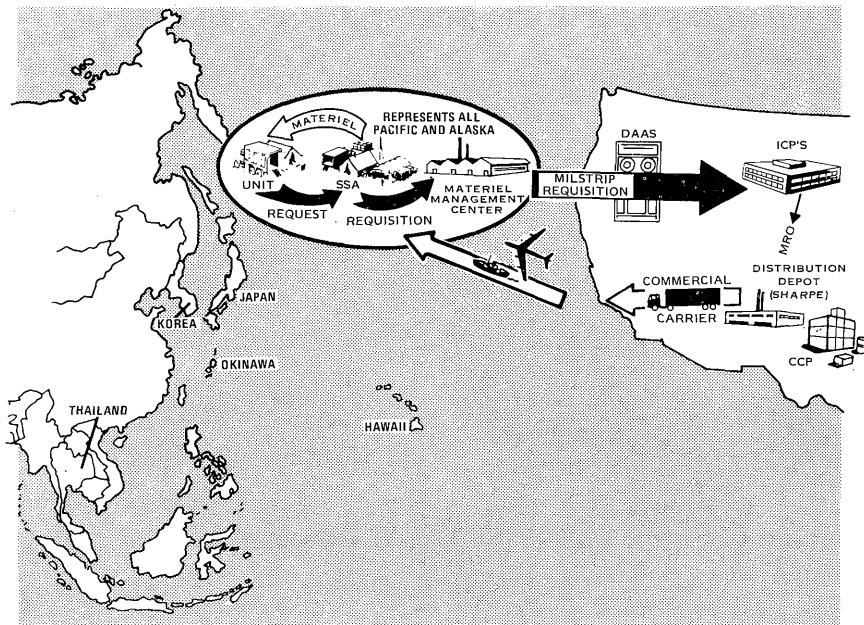


Figure 1-2

DSS REQUISITION AND MATERIEL FLOW—PACIFIC



DSS DESIGNATED DISTRIBUTION DEPOTS AND SERVICE AREAS

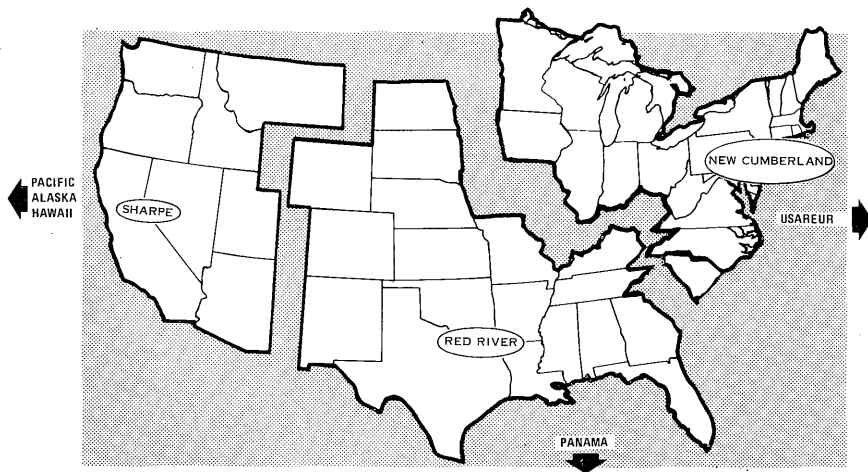


Figure 1-4

CHAPTER 2

REQUISITION PREPARATION

2-1. Preparing DSS Requisitions. The primary objective of DSS is to reduce intermediate levels of supply and to streamline delivery. Requisition preparation procedures do not vary greatly from those prescribed in AR 725-50 or other applicable systems instructions. Entries shown in figures and accompanying narrative address only the DSS-unique entries on a requisition (DD Form 1348). All other required entries will continue to be made as specified in appropriate instructions.

a. ASL replenishment requisitions submitted by Supply Support Activities participating in DSS will contain the following DSS-unique entries in addition to those normal entries specified in Chapter 3, AR 725-50. These entries are shown in figure 2-1.

b. Non-Stockage List (NSL) requisitions initiated by Supply Support Activities will also contain DSS-unique entries as shown in figure 2-2.

For DSS Authorized Stockage List (ASL) requisitions, the DD 1348 requisition document will contain the following DSS-unique entries (See figure 2-1 opposite):

- (1) cc 45-50.....Will contain a "Y" followed by a five position stock location code. This code is constructed as shown in Chapter 4 of this handbook.
- (2) cc 57-59.....Will contain a DSS project code. These project codes are shown at figure 2-3.

①

1

②

2

A black and white photograph of a large, multi-story building with a complex, angular roofline. The building has many windows and is surrounded by trees. The image is framed by a thick black border.

2-3

SPECIAL DSS ENTRIES FOR NSL REQUISITIONS

1

2

The diagram shows a Special DSS Entry Form for NSL Requisitions. The form is divided into a header section and a main body section. The header section contains fields for 'WARCAA' and 'NSB'. The main body section is a grid of fields, with the first column labeled '1' and the second column labeled '2'. The form is labeled '15-69 MAY 61 JCS' on the right side.

Figure 2-2

For DSS Non-Stockage List requisitions, the DD 1348 requisition document will contain the following DSS-unique entries (See figure 2-2 opposite):

- (1) cc 45-50.....Enter either a "W" followed by the last five positions of the requesting unit's identification code, or requesting units DODAAC in these columns.
- (2) cc 57-59.....These columns will contain the DSS project code. DSS project codes are shown at figure 2-3.

c. PUDN/DODAAC (Perpetuation of Unit Document Number/DOD Activity Address Code) procedures will not alter the requirements for ASL replenishment requisitions. Authorized Stockage List requisitions initiated by DSS Supply Support Activities (SSA) will continue to bear the SSA's DODAAC in cc 30-35 and will contain a "Y" followed by a five position stock location code in cc 45-50 of the requisition document. PUDN/DODAAC procedures will, however, modify required entries for NSL requisitions. The **requesting** unit's DODAAC will appear in cc 30-35 of the requisition instead of the SSA's DODAAC, which will be entered in cc 45-50. Also required is the use of media and status codes "M" or "N" to direct status to the supplementary address. The DSS project code for NSL requisitions will continue to appear in cc 57-59. For Supply Support Activities operating under PUDN/DODAAC procedures, the DSS-unique NSL requisition entries shown in figure 2-4 apply.

DSS PROJECT CODES

<u>SSA LOCATION</u>	<u>ASL</u>	<u>NSL</u>
Europe	XDE	NSL
Korea	XDK	NSK
Japan	XDJ	NSJ
Thailand	XDT	NST
Hawaii	XDH	NSH
CONUS (Eastern)	XDC	NSC
CONUS (Central)	XDA	NSA
CONUS (Western)	XDB	NSB
Okinawa	XDR	NSR
Panama	XDG	NSG
Alaska	XDF	NSF

NOTE: CONUS Eastern, Central, and Western boundaries are illustrated in Figure 1-4.

Figure 2-3

①

②

③

④

Figure 2-4

For Non-Stockage List requisitions when PUDN/DODAAC procedures are in effect, the following DSS-unique entries are to be included on the DD 1348 requisition document (See figure 2-4 opposite):

- (1) cc 7Media and status code "M" indicates exception plus shipment status is to be furnished by transceiver to the supplementary address and "N" indicates exception plus shipment status is to be mailed to the supplementary address.
- (2) cc 30-35.....Requesting unit's DODAAC.
- (3) cc 45-50.....Supply Support Activity DODAAC.
- (4) cc 57-59.....These columns will contain the DSS project code. DSS project codes are shown at figure 2-3.

d. Authorized Stockage List and Non-Stockage List requisitions will be passed to the next higher source of supply by Supply Support Activities in accordance with local procedures or theater logistical support plans. Transceiver facilities should be utilized to the maximum extent possible.

2-2. NCR 500 Magnetic Ledger Card System.

a. This system is used by non-divisional Direct Support and General Support Units for automated stock control and accounting. The Computer Systems Command (CSC) writes and distributes NCR 500 programs worldwide. These standardized programs have been designed to include the special requisitioning procedures used by DSS Supply Support Activities. More specific information on NCR 500 operations may be found in TC 38-3-1.

b. The magnetic ledger card (DA Form 3509) used by the NCR 500 system will accommodate a five character storage location code

(entered in cc 68-72 of initial data one card) for all Authorized Stockage List (ASL) and Quick Supply Store (QSS) lines.

c. The capability also exists to automatically enter the appropriate DSS project code and media and status code on requisitions generated by the NCR 500 system. These data elements are entered on a Constant Data Lead Card (CDLC) and are automatically entered on requisitions produced by programs 411 and 421 (ASL and NSL balance file update).

2-3. Division Logistics System (DLOGS). This system which utilizes either UNIVAC 1005 or IBM 360-30 processing equipment is used by division Direct Support Units for automated stock control and accounting. Computer Systems Command (CSC) writes and distributes DLOGS programs worldwide. These standardized programs have been designed to include the special requisitioning procedures used by DSS Supply Support Activities.

CHAPTER 3

FOLLOW-UP, CANCELLATION, RECONCILIATION, STATUS

3-1. General. This chapter describes, in general, the current procedures taken to follow-up, cancel, reconcile, and obtain status on requisitions. The DSS procedures outlined in this handbook do not change present procedures, therefore the narrative that follows is meant to be informative rather than directive in nature. Some of the information in this chapter may change with the implementation of proposed MILSTRIP changes, and commanders involved with DSS should remain familiar with procedures used by their Supply Support Activity. They should also keep abreast of changes to Chapter 3, AR 725-50 and Chapter 2, FM 38-725.

3-2. Follow-up. It is the intent of DSS to reduce the need for follow-up action through accelerated receipt of requisitions and improved

reconciliation procedures. If follow-up is considered for normal priority requisitions (PD 09-15), monthly reconciliation listings should first be scanned to determine if follow-up is necessary. For high priority requisitions (PD 01-08), supply and shipment status will be provided as required while the item is still due-in. When it is determined that follow-up is necessary, action should be taken as outlined in Chapter 3, AR 725-50.

3-3. Cancellation. When items are no longer required, cancellation requests should be immediately submitted. When verification of the cancellation is received - and only when verification is received - the due-in relating to the cancelled item can be removed from record. If the cancellation request is for other than ASL replenishment, the requesting unit must be notified of confirmation of their cancellation request, and the appropriate due-out dropped from record. This procedure and appropriate codes are found in Section IX and Appendix R of AR 725-50.

3-4. Supply Status. Exception status, follow-up responses, substitute information, and cancellation confirmation will be received from ISD/MMC. This procedure may vary somewhat depending on the local stock control system being used (i.e. NCR 500, DLOGS, Manual System). In any case, the status will be received on either punched cards and/or monthly listings. The necessary codes to interpret this status and the response/reconciliation procedures can be found in the applicable systems procedure manuals (Appendix A of this handbook).

3-5. Reconciliation - Overseas SSA.

a. SSA's will reconcile with supported units monthly. Automated listings are produced (by UIC) showing requisitions due-out to units. Each unit will reconcile this list with their due-in file, reconfirm the priority and need for the item, annotate the listing according to appropriate local systems procedures, and return it to the SSA. The

SSA will update their due-out file and take cancellation action on items no longer needed.

b. When unit reconciliation is complete, all requisitions due-in to the SSA over 50 days old will be reconciled with the next higher level of support. These procedures are further explained in the applicable system procedure manuals and Chapter 2, FM 38-725.

✓ **3-6. Reconciliation - CONUS SSA.** Reconciliation/validation action should be taken as prescribed in Section X, Chapter 3, AR 725-50.

✓ **3-7. Logistic Intelligence File (LIF).** The Logistic Intelligence File provides an additional source of information for tracing a requisition from time of submission to delivery of materiel. This file serves many uses, including support to the Direct Support System (DSS). Input to this file can be keyed to eleven different requisition elements including document number, requisitioner address code, transportation control number, and weapon system designator. Limited inquiry may be

accomplished by telephone or a two character inquiry code may be obtained from the USALCA to facilitate recurring LIF inquiry by transceiver. Additional information regarding inquiry procedures and use of this file should be addressed to:

Commander
US Army Logistic Control Activity (USALCA)
Presidio of San Francisco, CA 94129

CHAPTER 4

SHIPMENT, RECEIPT PROCEDURES, DOCUMENT FLOW, AND STORAGE PROCEDURES

4-1. Shipping Procedures.

a. National Supply Sources (DARCOM Commodity Commands, DSA, and GSA) direct shipments from depots by means of Materiel Release Orders (MRO). Army Commodity Commands normally ship stocks from distribution depots serving the requisitioner's geographic area. These Designated Distribution Depots are New Cumberland, Red River, and Sharpe Army Depot (See figure 1-4).

b. Shipments to CONUS requisitioners move directly from these distribution depots to CONUS installation Central Receiving Points (CRP) by scheduled truck. This scheduled truck makes at least one trip

a week from the distribution depot to one or more DSS installation(s) in its service area if sufficient cargo volume is generated.

c. Shipments to overseas requisitioners move from the appropriate distribution depot to the nearest Consolidation and Containerization Point (CCP). There are three CCP's; New Cumberland Army Depot serves as the CCP for shipments to Europe, Red River Army Depot for shipments to Panama, and Sharpe Army Depot for shipments to the Pacific and Alaska. These CCP's accumulate shipments for short periods of time until full seavans or pallets are loaded. The accumulation time varies with the priority of the requisition and the scheduling of transportation, but it is usually not more than five working days.

d. The CCP then forwards shipments to the aerial or water port of embarkation (A/W/POE) for aircraft or vessel loading. After transport, the vessel or aircraft unloads at the overseas aerial or water port of debarkation (A/W/POD). Once unloaded, the seavans or pallets are

sent to the requisitioning Supply Support Activity or Distribution Drop Point (DDP) by truck.

e. The following data cards will accompany DSS shipments and will be completed during receipt procedures:

✓ (1.a) **TK4 - CONUS Intransit Data Card (Freight).** The information on this card is used to measure DSS CONUS intransit time from the shipping depot to the installation Central Receiving Point (CRP), including CRP handling time. The TK4 card is removed by CRP personnel and both the Julian date of receipt and the Julian date the materiel is delivered to the appropriate Supply Support Activity (SSA) are entered on the TK4 card. These entries are made in card columns 73-76 and 77-80 as shown in figure 4-1a on the opposite page. Under normal circumstances SSA personnel will not see this card. However, if it is received with a shipment it should be returned to the CRP for transmission to the Logistic Control Activity.

CONUS INTRANSIT DATA CARD (FREIGHT) — DIC TK4

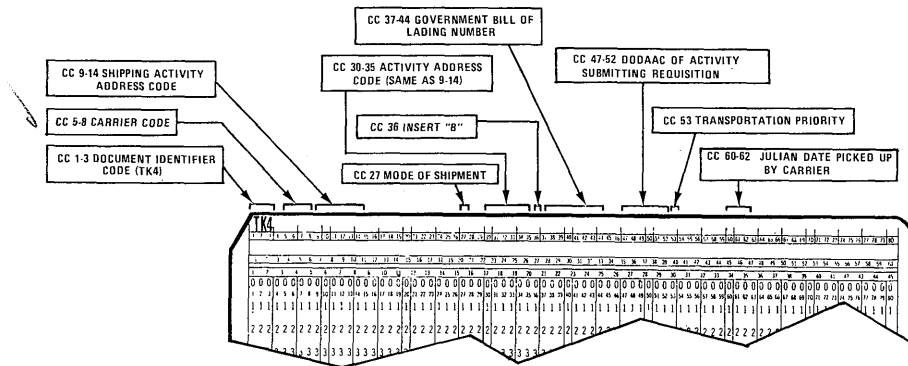


Figure 4-1a

✓ (1.b) **TK4 - CONUS Intransit Data Card (Parcel Post).** The information on this card is used to measure DSS CONUS intransit time from the shipping depot to the installation Central Receiving Point (CRP), including CRP handling time. The TK4 card is removed by CRP personnel and both the Julian date of receipt and the Julian date the materiel is delivered to the appropriate Supply Support Activity (SSA) are entered on the TK4 card. These entries are made in card columns 73-76 and 77-80 as shown in figure 4-1b on the opposite page. Under normal circumstances SSA personnel will not see this card. However, if it is received with a shipment it should be returned to the CRP for transmission to the Logistic Control Activity.

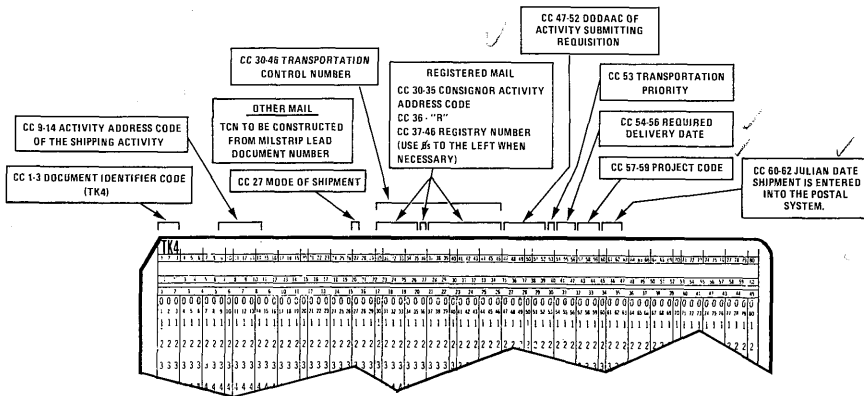
CONUS INTRANSIT DATA CARD (PARCEL POST) — DIC TK4

Figure 4-1b

(2) **TK6 - Overseas Air Intransit Data Card.** The information on this card is used to measure the DSS overseas air intransit time from the Aerial Port of Embarkation (APOE) to the Distribution Drop Point (DDP)/Supply Support Activities (SSA). The CCP (NCAD, RRAD, or SHAD) prepares one TK6 for each SSA in a DSS overseas air shipment. The TK6 card and shipment are delivered to the Distribution Drop Point/SSA. Personnel there remove the card, enter the Julian date of receipt at the SSA in cc 77-80 (See figure 4-2 on opposite page) and then have the card transceived to the in-country transportation activity using procedures explained in paragraph 2-6, FM 38-725. .

OVERSEAS AIR INTRANSIT DATA CARD — DIC TK6

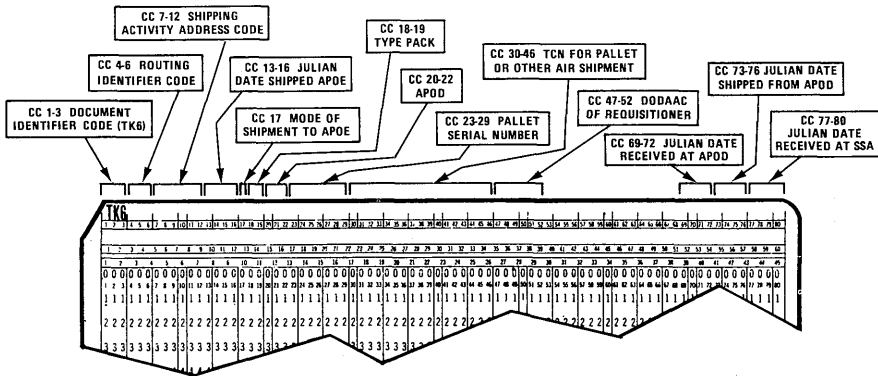


Figure 4-2

(3) **TK9 - Overseas Surface Intransit Data Card.** The information on this card is used to measure the DSS overseas surface intransit time from the Water Port of Embarkation (WPOE) to the Distribution Drop Point (DDP)/Supply Support Activity (SSA). Personnel at the Distribution Drop Point/SSA remove the card and enter the Julian date of receipt in card columns 77-80 (see figure 4-3 on opposite page). The card is then sent by transceiver to the in-country transportation activity using procedures explained in paragraph 2-6, FM 38-725.

OVERSEAS SURFACE INTRANSIT DATA CARD — DIC TK9

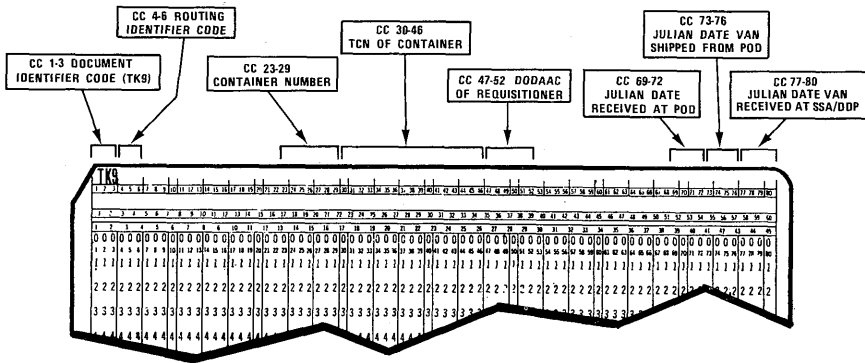


Figure 4-3

(4) **DWA - Receipt Detail Card.** One Receipt Detail Card (Document Identifier DWA) is furnished for **each** line item in a seavan container or on a pallet - except for shipments from:

Defense European and Pacific Redistribution Activity (DEPRA)
US Navy or Air Force attrition sites

The DWA cards will be inclosed with copy five of the DD 1348-1 receipt document and attached to the outside of shipping containers or multipack containers. Supply Support Activity (SSA) personnel remove the DWA cards and send them to the appropriate stock control activity for posting to accountable records. This activity enters the Julian date of posting in cc 77-80 (See figure 4-4 on opposite page) and forwards the DWA card to the MMC/ISD for transmission to the Logistic Control Activity, San Francisco, CA. It is important that DWA cards be submitted for posting as soon as possible after receipt of shipment to get the received item in inventory and available for issue. The DWA card is used to close the OST cycle and is the document used to measure OST performance.

The diagram illustrates the structure of a 32-bit CCSDS container, which is divided into 10 fields. Each field is represented by a box with its name and a corresponding label pointing to the field in the container. The fields are:

- CC 7 SIGNAL CODE
- CC 8-22 NATIONAL STOCK NUMBER OR PART NUMBER
- CC 30-43 DOCUMENT NUMBER
- CC 51-53 PROJECT CODE
- CC 54-56 LIFT DATE
- CC 57-73 TRANSPORTATION CONTROL NUMBER
- CC 74-75 CARRIER CONTAINER DESIGNATOR CODE
- CC 76-80 CONTAINER/FLIGHT/VOYAGE NUMBER
- CC 4-6 PORT OF DEBARKATION
- CC 23-24 UNIT OF ISSUE
- CC 25-29 QUANTITY
- CC 45-50 SUPPLEMENTARY ADDRESS
- CC 44 SUFFIX CODE
- CC 1-3 DOCUMENT IDENTIFIER CODE (800)

The container itself is shown as a long, narrow rectangle with a jagged bottom edge. The top edge is labeled with the field names, and the bottom edge is labeled with the field numbers. The container is divided into 10 sections, each corresponding to one of the fields listed above. The first section is labeled '800' and the last section is labeled '76-80'.

4-13

(5) **BDD - Shipment Detail Lift Notice Card.** This card, prepared from Logistic Intelligence File (LIF) information by the Logistic Control Activity (LCA), gives overseas customers advanced notification that requisitioned items have been shipped (lifted) from CONUS by air or surface means. It supplements information furnished by the shipper/supply source in the AS____ series shipment status cards. One BDD card is provided for **each** item shipped and contains entries as shown in figure 4-5 on the opposite page. This card can be a valuable aid in follow-up, tracer action, and receipt planning.

f. **Missing or Mutilated Documents.** Any time a shipment is received at a CRP, a Distribution Drop Point, or a Supply Support Activity without appropriate TK4/TK6/TK9 or DWA cards (or if the cards are mutilated), receiving personnel must prepare duplicate cards. Figures 2-8, 2-10, 5-2, 5-3, and 5-4 in FM 38-725 detail replacement card entries.

✓ **4-2. Receipt Procedures.**

a. Overseas Receipts:

(1) Materiel going overseas will be consolidated into van containers, shrink pack pallets, or Air Force 463L mini-pallet sized loads for direct delivery to the Supply Support Activity/Distribution Drop Point. Drop Points are designated areas for delivery of supplies for several Supply Support Activities clustered in the same general area. When materiel is received, Drop Points will immediately notify satellited Supply Support Activity (SSA) personnel so materiel may be

picked up the same day the shipment arrives. SSA's are encouraged to pick up their own materiel from the Drop Point. The Drop Point will complete the TK6/9 Intransit Data Card and forward it to the transceiver facility for transmission to the in-country transportation activity. When the shipment bypasses the Drop Point, as with full van loads, the Supply Support Activity will complete the TK6/9 card and forward it to the transceiver site for transmission to the in-country transportation activity.

(2) Upon receipt of shipment at the Supply Support Activity, the materiel is checked for damage or pilferage. After inspection of shipment, the Receipt Detail Card (DWA) is forwarded to the stock control/Technical Supply Office for dating and keypunching to update accountable records. The stock control/Technical Supply Office posts the receipt to accountable records and forwards the punched DWA cards to the MMC for transmission to the Logistic Control Activity. If container seals are broken or if inspection reveals shortages or damage, a complete inventory must be made and damage and/or shortage must be reported in accordance with Chapter 7, AR 735-11.

✓ b. CONUS Receipts. Shipments to CONUS installations will be made by truck or parcel post and will generally pass through a Central Receiving Point (CRP). The CRP handles incoming documentation as described below and forwards received materiel to the appropriate SSA at least one time per working day. The Central Receiving Point will complete the Intransit Data Card (TK4), and transmit the completed card to the Logistic Control Activity. The Supply Support Activity will make an inspection of receipts and post the Receipt Detail Cards (DWA) to the accountable records. Completed DWA cards will then be forwarded to the ISD for processing and transmission to the Logistic Control Activity.

c. Receipt Identification. The DD Form 1348-1 shipping document will contain entries which will aid receiving personnel in determining whether the received item is an Authorized Stockage List (ASL) item for stock replenishment, or is a Non-Stockage List (NSL) item which is to be issued directly to the requesting unit. The anticipated implementation of procedures to **Perpetuate Unit Document Numbers** onto requisitions using the unit's **Department of Defense Activity**

Address Codes (PUDN/DODAAC) will alter these entries somewhat. The following descriptions of receipt document (DD 1348-1) entries considers these anticipated PUDN/DODAAC variations, as well as current entries.

4-19

d. Figure 4-6 shows a DD Form 1348-1 with a “Y” in card column 45 and an “X” in the first position of the DSS project code. Either of these entries identify the receipt as an ASL replenishment requisition. The supplementary address field will contain a 5 character storage location for the item. The item should be warehoused at this location (see figures 4-9, 4-10, and 4-11). PUDN/DODAAC procedures will not change ASL replenishment receipt document entries.

DD FORM 1348-1 SHOWING NSL DISTINGUISHING ENTRIES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC IDENT		RI FROM		STOCK OR PART NUMBER		FSC		FIIN		ADDTL		UNIT PRICE		QUANTITY		DOCUMENT NUMBER		REQUISITIONER		DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND		DISTRIB		PROJ		ECT		PRI ORITY		REC'D DEL DATE		ADVISE		RI		UNIT PRICE		DOLLARS		CTS																																	
SHIPPED FROM																SHIP TO																MARK FOR PROJECT																TOTAL PRICE																															
A																B																C																D				E																											
WAREHOUSE LOCATION																TYPE OF CARGO		UNIT PACK		UNIT WEIGHT		UNIT CUBE		UFC		NMF C		FREIGHT RATE				DOCUMENT NO				S																																											
F																G		H		I		J		K		L																																																					
SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED																FREIGHT CLASSIFICATION NOM																																																															
T																U																																																															
																ITEM NOMENCLATURE																																																															
W																X																																																															
S E L E C T E D B Y A N D D A T E																TYPE OF CONTAINER				TOTAL WEIGHT				DATE AND DATE				INSPECTED BY AND DATE																																																			
P A C K E D B Y A N D D A T E																NO OF CONTAINERS				TOTAL CUBE				WAREHOUSED BY AND DATE				WAREHOUSE LOCATION																																																			
R E M A R K S																5				6				7				8																																																			
REMARKS:																																																																															
AA																BB				CC				DD				EE																																																			
FIRST DESTINATION ADDRESS																DATE SHIPPED																																																															
11																12				FF				GG																																																							
13 TRANSPORTATION CHARGEABLE TO																14 (LOADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE))																15 RECEIVER'S DOCUMENT NUMBER																																															

100 FORM 1 54B 1A 1 JAN 64

DISPOSABLE LINE ITEM RECEIPT DOCUMENT

Figure 4-7

e. When PUDN/DODAAC procedures are **not** being used, the DD 1348-1 receipt document will have NSL distinguishing entries as shown in figure 4-7. The “W”, “A”, or “C” in card column 45 or the “N” in the first position of the DSS project code identifies the item as NSL. This item would be placed in the pick-up bin of the unit shown in the supplementary address field (cc 46-50).

DD FORM 1348-1 SHOWING NSL DISTINGUISHING ENTRIES FOR UNITS OPERATING UNDER PUDN/DODAAC PROCEDURES

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																																							
DOC IDENT										STOCK OR PART NUMBER										DOCUMENT NUMBER										MARK FOR PROJECT									
BI FROM										FSC FIIN										DATE SERIAL										PROJECT									
SHIPPED FROM										SHIP TO										MARK FOR PROJECT																			
A WAREHOUSE LOCATION										Requesting Unit's DODAAC										C FREIGHT RATE																			
F SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)										G H I J K L FREIGHT CLASSIFICATION NOMENCLATURE										D DOCUMENT																			
T U ITEM NOMENCLATURE										X										E I																			
W SELECTED BY AND DATE										Y BY AND DATE										INSPECTED BY AND DATE																			
H I P S I										2 NO OF CONTAINERS										3 TOTAL CUBE																			
E PACKED BY AND DATE										4										5																			
REMARKS:										6										7																			
AA FIRST DESTINATION ADDRESS										BB										CC DATE SHIPPED																			
11										12										13																			
13 TRANSPORTATION CHARGEABLE TO										14 BLADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)										15 RECEIVER'S DOCUMENT NUMBER																			

DD FORM 1348-1 JAN 64

DD FORM 1348-1 JAN 64

Figure 4-8

f. If supported units are operating under PUDN/DODAAC procedures, the receipt document - for other than ASL replenishment - will have entries as shown in figure 4-8. The "W", "A", or "C" in card column 45 indicates that this item is for direct issue to the requesting unit and not for stockage. This means the item is a Non-Stockage List (NSL) item. This item should be issued to the activity shown in card columns 30-35.

✓ **4-3. DSS Order Ship Time.** While DSS handles shipments of every priority, emphasis is placed on improving management and stockage of high-demand items (those on Authorized Stockage Lists). These items are normally obtained by replenishment requisitions bearing a priority of 09-15. For this reason, the Order Ship Time (OST) objectives for priorities 09-15 have been revised to reflect the increased efficiency of DSS, while the objectives for 01-08 priority requisitions continue to be measured by existing Uniform Materiel Movement and Issue Priority System (UMMIPS) standards. Table 4-1 details the various segments of the DSS pipeline and the current OST objectives.

ORDER AND SHIPPING TIME (OST) OBJECTIVES FOR DSS REQUISITIONS

REQUISITION PRIORITY DESIGNATORS (PD) 09 - 15*

CYCLE SEGMENT	EUROPE	KOREA	OKINAWA	THAILAND	JAPAN	HAWAII	ALASKA	PANAMA	CONUS
REQUISITIONING AND PASSING ACTIONS	5	7	7	7	7	7	7	7	4
NICP PROCESSING	3	3	3	3	3	3	3	3	3
DEPOT PROCESSING	5	5	5	5	5	5	5	5	5
INTRANSIT TO CCP	2	2	2	2	2	2	2	2	NA
INTRANSIT TO CRP	NA	NA	NA	NA	NA	NA	NA	NA	2
CCP PROCESSING, INTRANSIT TO POE, POE PROCESSING	10	14	14	14	16	11	13	18	NA
INTRANSIT POE TO POD	10	15	18	32	12	S	2	4	NA
POD PROCESSING	2	3	1	1	1	1	2	2	NA
INTRANSIT TO SSA	3	1	1	1	1	1	3	1	NA
CRP RECEIPT TO DELIVERY (CONUS)	NA	NA	NA	NA	NA	NA	NA	NA	1
SSA PROCESSING	5	5	5	5	5	5	5	5	5
TOTAL ORDER/SHIP TIME (CALENDAR DAYS)	45	55	56	70	52	40	40	45	20

*NOTE: PD 01 THRU 08 WILL BE MEASURED AGAINST UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) STANDARDS (CHAPTER 2, AR 725-50).

✓ **4-4. Classes of Supply Included in DSS.** The DSS system currently includes the six classes of supply shown below:

CLASSES OF SUPPLY INCLUDED IN DSS

CLASS II - Clothing, individual equipment, tentage, tool sets and tool kits, handtools, administrative and housekeeping supplies and equipment.

CLASS III - Packaged POL only.

CLASS IV - Construction/base development materiels.

CLASS V - Missile items only.

CLASS VII - Major end items of equipment prescribed in authorization tables.

CLASS IX - Repair parts including expendables and consumables.

NOTE: Classified/protected/sensitive items requiring signature service and materiel requiring refrigeration will not be included in DSS.

NOTE: Requests for items with recoverability codes F, H, D, L, and A (formerly R, S, T, and U) will be carefully reviewed to assure the items are not Direct Exchange (DX) items prior to passing the request to the next higher supply source.

4-5. Definitions, Acronyms, and Document Identifier Codes. A list of definitions, acronyms, and document identifier codes is at Appendix C.

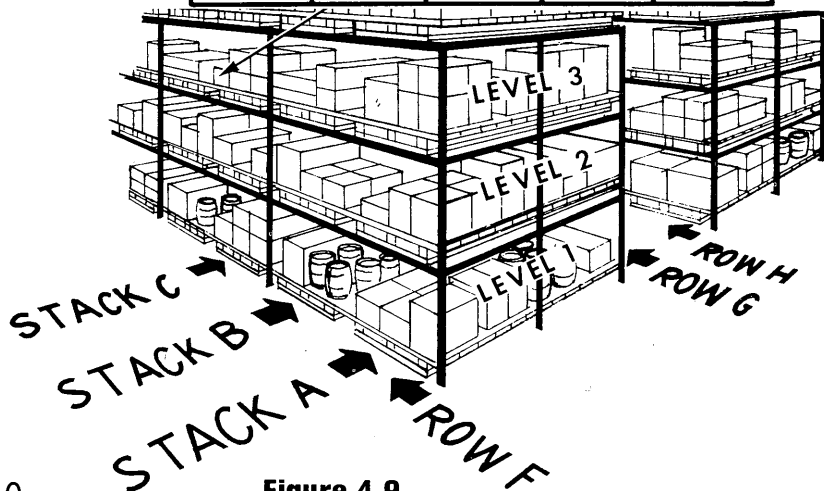
4-6. Stock Location Numbering System.

a. The stock location system consists of a unique 5-position stock location number assigned to each storage location. Alpha characters I, O, and Z will not be used. The make-up of this location identification will be as shown in figures 4-9, 4-10, and 4-11. Suffix codes may be developed locally at the Supply Support Activity (SSA) to further identify drawer compartments. However, under no circumstances will local suffix codes be transmitted outside the SSA as a part of the recorded location.

b. Stacks, bins, vans, and open storage areas will be identified by placing location signs at the ends of rows, stacks, or open storage area entrances to aid in identification of storage areas.

WAREHOUSE STORAGE LOCATION PLAN

AREA	ROW	STACK	LEVEL	SECTION
D	F	C	3	1



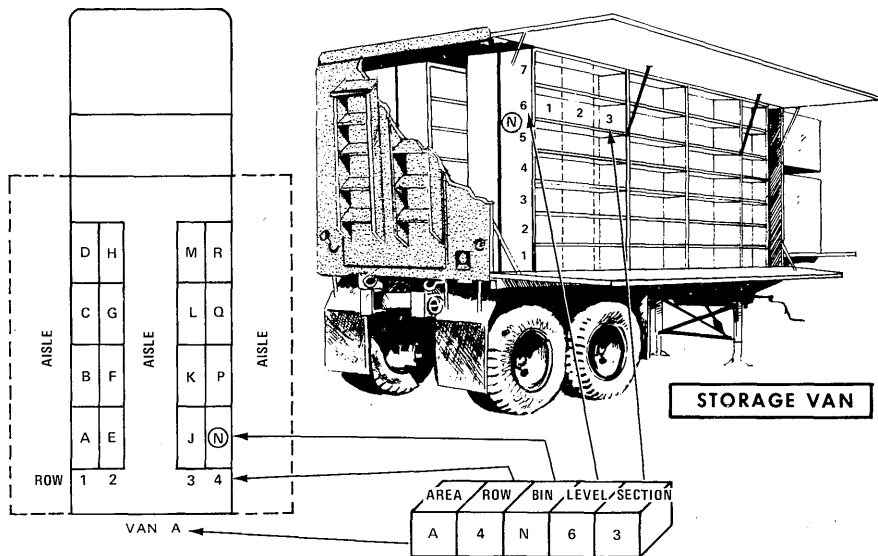
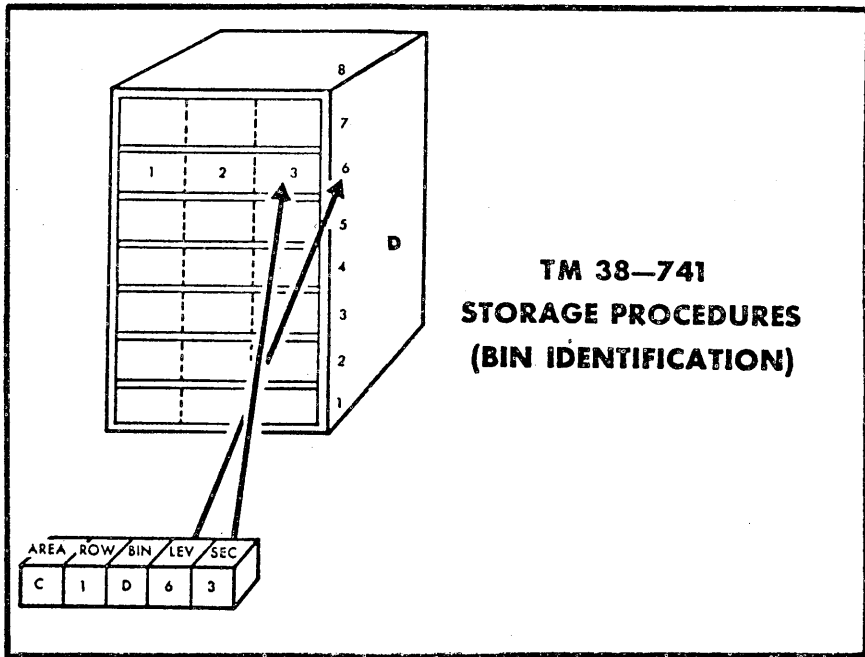


Figure 4-10



4-7. NCR 500, DSU/GSU Magnetic Ledger Card System Receipt Posting. The NCR 500 programs, as presently written, utilize an internal due-in card (DIC 1__, sometimes referred to as a "1" card) to post the SSA's accountable record. The DWA card used in DSS is not presently acceptable to the NCR 500 programs. Computer Systems Command is in the process of designing a change package to allow the NCR 500 to produce the completed DWA as a byproduct of the receipt process. However, until such time as this program change is implemented, NCR 500 SSA personnel will continue to keypunch the Julian date of receipt posting in cc 77-80 of the DWA. The DWA is then sent or passed to the SSA's transceiver activity for transmission to the MMC/ISD.

4-8. UNIVAC 1005/IBM 360-30 Division Logistics System (DLOGS) Receipt Posting.

a. Since DWA cards accompany DSS shipments from CONUS, a prepositioned receipt card file is not maintained by divisional SSA's for DSS receipts.

b. DWA cards should be forwarded to the Technical Supply Office (for the next supply cycle) immediately after items have been placed in storage (ASL) or forwarded to the requesting unit (NSL receipts are post posted).

CHAPTER 5

PROBLEM FLASHER, MANAGEMENT AIDS, TRAINING

5-1. DSS Problem Flasher. DSS is designed to be an efficient and streamlined system. However, as with any system, problems can arise unless firm management control is exercised at every level. To help identify and resolve problems, a DSS Problem Flasher has been incorporated into the system. If at any time problems are experienced which pertain to DSS procedures or instructions, notify Headquarters, US Army Materiel Development and Readiness Command (DARCOM) by sending a message as shown at figure 2-12, FM 38-725. This message should describe the problem and, when possible, identify the activity/office responsible. Comments of general nature relating to DSS may also be written on the self addressed tear out sheets at the back of FM 38-725.

5-2. DSS Commanders' Checklist. In addition to the above "Problem Flasher", a "Commanders' checklist for DSS" has been included at Appendix B to aid the DSS Commander in managing his portion of the overall system. This aid is not all-inclusive but is intended to stimulate sound management of DSS.

APPENDIX A

A-1. REFERENCES

AR 55-38	Reporting of Transportation Discrepancies in Shipments
AR 105-31	Data Messageform Transmission
AR 710-2	Request Procedures and Materiel Management
AR 710-7	Technical Edit Procedures
AR 725-50	Requisitioning, Receipt, and Issue System
AR 735-11	Shipment Damage/Shortage, Inventory and Reporting
FM 38-24	Classes of Supply
FM 38-725	Direct Support System Management and Procedures
TM 38-711-6	The Standard Army Intermediate Level Supply Subsystem (SAILS) Supply Management
TM 38-711-12	SAILS Procedures for Customers

TM	38-711-17C	SAILS Supply Management (MMC)
TM	38-711-21	SAILS Theater/Command Level User Procedures
TM	38-741	Direct Support Unit Storage Procedures
TC	38-2	The Division Logistics System (DLOGS)
TC	38-2-1	DLOGS Using Unit Procedures
TC	38-2-2	DLOGS Direct Support Unit Procedures
TC	38-2-3	DLOGS Technical Supply Office Procedures
TC	38-3-1	NCR 500 Procedures
LCA	Pam 725-1	Logistic Intelligence File (LIF) Inquiry Procedures

APPENDIX B

COMMANDERS' DSS CHECKLIST

B-1. Upon DSS Implementation.

- a. Acquire DSS Field Manual (FM 38-725) and related supply publications if not already on hand (see Appendix A of this handbook).
- b. Insure personnel know stockage criteria being used.
Examples:
 - (1) Stockage criteria for TDA Maintenance Shops: Shop Stock Table figure 3-39, para 3-139, AR 710-2.
 - (2) Stockage criteria for manual support units: Economic Order Quantities at DSU's - figure 3-45, 3-46, 3-47 AR 710-2.

(3) Economic Order Quantity (EOQ) procedures as specified in appropriate training circulars and para 3-30, AR 710-2.

c. For overseas DSS activities: Insure receiving area personnel have on hand and make maximum use of off-loading ramps and materiel handling equipment (forklifts) to unload van/pallet shipments received under DSS.

d. Establish 5-position locator system outlined in TM 38-741 for use in storage operations.

e. Emphasize the completion and return of Intransit Data Cards (TK4, TK6, and TK9) and Receipt Detail Cards (DWA).

(1) TK4's (CONUS shipment only) are completed by the installation CRP and returned to the LCA.

(2) TK6's and TK9's (overseas shipments only) are completed by unit receiving personnel by entering the date cargo is received

in card columns 77-80. Completed DWA cards are forwarded through the MMC/ISD to the LCA. (Date is automatically placed in DWA by DLOGS. NCR 500 is being reprogrammed to produce a completed DWA card).

f. Insure reconciliations are accomplished on time and that responses are used to update unit records.

g. Request training/assistance, if necessary, from the US Army Materiel Development and Readiness Command (para 1-2 of this handbook).

B-2. When Requisitioning. Insure proper forms and correct entries, as specified in AR 725-50 and FM 38-725 are used (figures 2-1, 2-2, and 2-3 of this handbook). Special emphasis is placed on:

a. Proper ASL/NSL identification in cc 45-50.

(1) ASL requisitions have a "Y" in cc 45, a 5-position storage location in cc 46-50.

(2) NSL requisitions have an "A", "C", or "W" in cc 45.

b. DSS project code (figure 2-4) in cc 57-59.

B-3. When Materiel is Received. Upon receipt of DSS shipment, insure that:

a. Receiving personnel complete and forward all DSS documentation as indicated in paragraph B-1e.

b. Missing/mutilated documents are reconstructed and input to the system. Storage personnel forward DD Form 1348-1 to stock control personnel with correct information for preparation of documents.

c. Receipt inspection, reporting, and storage are accomplished in accordance with TM 38-741.

d. Receiving personnel distinguish between ASL, NSL, and not operationally ready supply (NORS) receipts. NORS and hi pri receipts should be processed first. NSL receipts should immediately be placed in the requesting units bin and post posted.

(1) ASL is distinguished by "Y" in cc 45.

(2) NSL is distinguished by "A", "C", or "W" in cc 45.

(3) NORS is distinguished by "G" in cc 40.

e. All receipts are processed as quickly as possible. Stock records are updated within the specified 5-day time frame and the DWA cards are forwarded to the MMC/ISD for each requisition received.

B-4. When Materiel is Stored. Use storage procedures and methods outlined in TM 38-741. These include but are not limited to the following:

- a. Storage areas should be clean and neat.
- b. Insure maximum use is made of available storage facilities, i.e. fullest utilization of both vertical and horizontal space which allows ready access and affords necessary protection of materiel stored.
- c. Make maximum use of storage aids: bins, bins with separators, pallet racks, etc.
- d. Insure 5-position locator system outlined in TM 38-741 is used (figures 4-9, 4-10, and 4-11 in this handbook) and that rewarehousing is held to a minimum.

- e. Insure that all locations are properly labeled with stock number and storage location.
- f. Insure that oldest stock is issued first and that shelf life items are issued according to the earliest date of expiration.
- g. Insure that required inventories are conducted and accountable records are adjusted as required.

APPENDIX C

DEFINITIONS, ACRONYMS, AND DOCUMENT IDENTIFIER CODES

C-1. DEFINITIONS.

Consolidation and Containerization Point (CCP) - An activity designated to receive, accumulate, assemble, and load cargo into a container for onward movement to an overseas destination.

Central Receiving Point (CRP) - An activity at a CONUS installation responsible for receiving cargo, preparation of documentation, and distribution of the shipments.

Designated Distribution Depot - A secondary item storage depot located in the United States to support customers in a designated geographic area.

Distribution Drop Point (DDP) - An activity designated in in-country distribution plans to receive and distribute cargo to a cluster of Supply Support Activities.

Direct Support System (DSS) - The supply and distribution of items direct to overseas/CONUS Supply Support Activities from a Designated CONUS Depot.

Installation Supply Division (ISD) - An activity having formal accountability for property at a CONUS installation.

Materiel Management Center (MMC) - An activity having formal accountability for property, except medical and commissary supplies, at an overseas command.

Perpetuation of Unit Document Number (PUDN) - This procedure is used when organizational level units have been assigned a Department of Defense Activity Address Code (DODAAC) for use when requesting

supplies from their Supply Support Activity (SSA). If the SSA cannot immediately issue the supplies requested, the requesting unit's document number plus its DODAAC are entered in the requisition and submitted to the next level of supply support.

Shrink Packed Pallet (Mini Pallet) - Warehouse pallet which has been covered with a load binding film.

Supply Support Activity (SSA) - Activities assigned a DOD Activity Address Code (DODAAC) having a support mission and maintaining an Authorized Stockage List (ASL). For example: Direct Support Units (divisional and non-divisional), Missile Direct Support Platoons, General Support Units, Supply and Transportation Battalions, Supply and Service Units, Repair and Utility accounts, Central Issue Facilities, Self-Service Supply Center, Clothing Sales Stores, Installation Supply Divisions, Area Maintenance Supply Facilities, overseas storage activities and contractors performing a supply support function.

C-2. ACRONYMS

A/W/POD -----	Aerial/Water Port of Debarkation
A/W/POE-----	Aerial/Water Port of Embarkation
ASL -----	Authorized Stockage List
BASOPS-----	Base Operating Information System
CCP-----	Consolidation/Containerization Point
CONUS-----	Continental United States
CRP -----	Central Receiving Point
DAAS -----	Defense Automatic Addressing System
DARCOM -----	US Army Materiel Development & Readiness Command
DDP-----	Distribution Drop Point
DIC-----	Document Identifier Code
DLOGS -----	Division Logistics System
DODAAC-----	Department of Defense Activity Address Code
DSA -----	Defense Supply Agency

DSS -----	Direct Support System
DSU -----	Direct Support Unit
GSA -----	General Services Administration
GSU -----	General Support Unit
ICP -----	Inventory Control Point
IDC -----	Intransit Data Card
ISD -----	Installation Supply Division
LCA -----	Logistic Control Activity
LIF -----	Logistic Intelligence File
MILSTAMP-----	Military Standard Transportation and Movement Procedures
MILSTRIP -----	Military Standard Requisitioning and Issue Procedures
MMC -----	Materiel Management Center
MRO -----	Materiel Release Order
NCAD-----	New Cumberland Army Depot
NCR 500-----	Magentic Ledger Card System for Non- Divisional DSU/GSU

NORS/ANORS -----	Not Operationally Ready Supply/Anticipated Not Operationally Ready Supply
NSL -----	Non-Stockage List
OST -----	Order Ship Time
PD -----	Priority Designator
PUDN -----	Perpetuation of Unit Document Number
QSS -----	Quick Supply Store
RRAD -----	Red River Army Depot
SAILS -----	Standard Army Intermediate Level Supply Sub-system
SHAD -----	Sharpe Army Depot
SSA -----	Supply Support Activity
TCMD -----	Transportation Control Movement Document
TCN -----	Transportation Control Number
TOE -----	Table of Organization and Equipment
TSO -----	Technical Supply Office
UIC -----	Unit Identification Code

C-3. DOCUMENT IDENTIFIER CODES

BDD----- Shipment Detail Lift Notice Card
DWA ----- Receipt Detail Card
TK4----- Intransit Data Card (CONUS)
TK6----- Intransit Data Card (OVERSEAS AIR)
TK9----- Intransit Data Card (OVERSEAS
SURFACE)

INDEX

	Paragraph	Figure	Page(s)
Acronyms	C-2		C-4
Air Intransit Data Card	4-1e(2)	4-2	4-8
Assistance, On-Site	1-2		1-1
Authorized Stockage List	4-2d	4-6	4-20
Receipts			
Bin Storage Identification		4-11	4-32
Cancellations	3-3		3-2
Checklist for DSS			B-1
Commanders			
Classes of Supply	4-4		4-27
Concept of DSS	1-4		1-2
Containerization/	1-4d		1-5
Consolidation Points (CCP'S)			

	Paragraph	Figure	Page(s)
CONUS Intransit Data Card (Freight)	4-1e(1a)	4-1a	4-3
CONUS Intransit Data Card (Parcel Post)	4-1e(1b)	4-1b	4-5
Damaged Shipments	4-2a(2)		4-16
Definitions of DSS Related Terms			C-1
Distribution Depots	1-4c	1-4	1-4
Document Identifiers			C-7
DSS Commanders' Checklist			B-1
Flow of Requisitions	1-4b	1-1,2,3	1-2
Follow-up	3-2		3-1
Freight Intransit Data Card	4-1e(1a)	4-1a	4-3

	Paragraph	Figure	Page(s)
Intransit Data Cards	4-1e	4-1a,1b, 2,3	4-3
Location System	4-6	4-9, 10,11	4-29
Logistic Intelligence File	3-7		3-4
Management Aids	1-6		1-7
Missing/Mutilated Documents	4-1f		4-15
NCR 500 Magnetic Ledger Card	2-2		2-10
Requisitions			
NSL Receipts	4-2e,f	4-7,8	4-22
NSL Requisitions	2-1b	2-2	2-2

	Paragraph	Figure	Page(s)
Objectives	1-4		1-2
Order/Ship Time Objectives	4-3		4-25
Parcel Post Intransit Data	4-1e(1b)	4-1b	4-5
Card			
Pilferage	4-2a(2)		4-16
Problem Flasher	5-1		5-1
Project Codes		2-3	2-7
Proponent of Commanders'	1-3		1-2
Handbook			
Publications Related to DSS			A-1
PUDN/DODAAC			
Receipt Entries	4-2f	4-8	4-24
Requisition Entries (ASL)	2-1c		2-6
Requisition Entries (NSL)	2-1c	2-4	2-6
Purpose of DSS Handbook	1-1		1-1

	Paragraph	Figure	Page(s)
Receipts (CONUS)	4-2b		4-17
Receipt Detail Card (DWA)	4-1e(4)	4-4	4-12
Receipt Identification	4-2c		4-17
Receipt Procedures, General	4-2		4-11
Receipt Procedures (DLOGS)	4-8		4-33
Receipt Procedures (NCR 500)	4-7		4-33
Reconciliation (CONUS)	3-6		3-3
Reconciliation (OVERSEAS)	3-5		3-3
Recoverable Items	4-4		4-28
Related Publications			A-1
Replenishment Requisitions (ASL)	2-1a	2-1	2-3
Requisition Preparation	2-1		2-1
General			
Requisition Preparation (DLOGS)	2-3		2-11
Requisition Preparation (NCR 500)	2-2		2-10
Responsibilities	1-5		1-6

	Paragraph	Figure	Page(s)
Shipment Detail/Lift Notice Card (BDD)	4-1e(5)	4-5	4-13
Shipping Procedures	4-1		4-1
Status	3-4		3-3
Stock Location System	4-6		4-29
Surface Intransit Data Card (TK9)	4-1e(3)	4-3	4-10
Training	1-2		1-1
Van Storage Plan		4-10	4-31
Warehouse Storage Plan		4-9	4-30

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